



## Canadian Angus Association

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### Canadian Angus Research Project Coordinator – Job Posting

If you are hardworking, dedicated, like to take initiative, and do not let your job descriptions limit your accomplishments then the Canadian Angus Association has an exciting job opportunity for you. We are looking for a Research Project Coordinator who will be responsible for supporting current research initiatives. You must have the ability to train and educate key business partners and to organize and deliver information seminars. The ideal candidate will also demonstrate the desire and ability to identify new business needs, potential areas of program and technology improvement, and new objectives that can be developed through our science and technology department. This position reports directly to the Canadian Angus Association's Director of Science & Technology.

#### Position Description Summary:

The Research Project Coordinator's role is to expand the Canadian Angus Association's research and development programs nationally. While the incumbent may have a primary research focus, (s)he is expected to market all of the Canadian Angus Association programs to CAA members, commercial producers, and industry partners. The Research Project Coordinator position will allow you to shape your career by encouraging you to contribute and truly make a difference. As well, the Research Project Coordinator must be committed to exceeding client expectations while respecting company policies.

#### Principal Accountabilities:

##### Planning and Development

- Ability to learn and understand the science and technology behind Canadian Angus Association programs and technology (training will be provided)
- Establish a prospecting plan
- Identify trends, responsibilities and outcomes, document activities and track progress for measurable results

Reporting directly to the Canadian Angus Association's Director of Science & Technology, the role includes but is not limited to the following duties and responsibilities:

- Data capture and statistical analysis towards integrated producer genetic selection and marketing tools
- Carry out research activities in various beef production environments including cow-calf operations, feedlots and abattoirs
- Work closely and collaboratively with the Director of Science & Technology to conduct research with integrity, adhering strictly to SOPs, budgets and timelines
- Establish and continually manage project expectations with guidance and training from the Director of Science & Technology
- Identify issues for resolution to ensure optimal team effectiveness
- Prepare and maintain project status reports and schedules, track milestones/deliverables, critical paths and dependencies
- Respond to all producer and stakeholder inquiries regarding Canadian Angus Association programs and research activities
- Assist in completing project activity and financial reporting

- Give compelling and professional presentations in person, via video conference, and over the phone
- Use and maintain a structured method of scheduled client follow ups
- Attend industry and networking events and trade shows

**Account Retention:**

- Maintain regular reporting to Director of Science & Technology
- Anticipate evolution of project outcomes and translate those into service offerings
- Gather pertinent industry status and project information and data and share with Canadian Angus Association staff verbally or in written form
- Maintain strong relationships with existing Canadian Angus Association members and industry stakeholders
- Act as a resource for members by retaining and growing Association programs, research activities, and industry knowledge
- Maintain a professional manner and client-focused attitude, ensuring alignment with CAA values

**Knowledge and Skills:**

- Education in Animal Sciences with some experience in research and development and/or project management
- Agriculture and cattle background preferred
- Good interpersonal skills and communication required
- Strong understanding of technology will be required
- Strong understanding of the Canadian beef industry, including the commercial and feedlot sectors
- Excellent time management and work ethic
- Valid drivers license

**Travel:**

Employee will be based out of the Canadian Angus Association office, Angus Central, in Rocky View County, Alberta, and must be able to travel approximately 30%–50% of the time, with some overnight, evening and weekend work possible.

The majority of the work performed in this role will be over the phone and via video conference, along with scheduled face-to-face client visits as needed.

**Benefits/Compensation:**

- Competitive salary
- Group benefits and RRSP plan matching.
- Laptop, cell phone and all other technology required for the job are provided
- Travel and incidental reimbursements

**Physical Demands:**

To perform this job successfully, the physical demands listed are representative of those that must be met by an employee. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, stand, use a laptop/computer or walk. The employee may occasionally lift items as heavy as 25 lbs. Specific vision abilities may include the employee's ability to see near and far distances.

Canadian Angus Association is based at Angus Central, the Canadian Angus headquarters located north of Calgary in Rocky View County, Alberta. Regular hours of work are Monday-Friday, 7:30 am – 4:00 pm. **The Canadian Angus Research Project Coordinator will be situated in this location.**

**To Apply:**

If you meet the above qualifications and are excited to join our team, then please send your resume to: Alan Yuen, Director of Administration at [ayuen@cdnangus.ca](mailto:ayuen@cdnangus.ca) quoting "Research Project Coordinator" in the subject line. **This posting will remain open until a suitable candidate is found.** We thank all applicants in advance, but only those selected for an interview will be contacted. **Applicants must be Canadian residents.**

Canadian Angus Association is an Equal Employment Opportunity Employer:

Female/Sexual Orientation/Gender Identity/Minority/Veteran/Disabled. Canadian Angus Association is proudly committed to ensuring equitable hiring practices and believes in giving each and every applicant an equal opportunity to succeed on his or her own merit. Canadian Angus Association strives to ensure that all recruiting processes are non-discriminatory and barrier-free and will provide accommodations throughout the recruitment process to applicants with disabilities. If you are selected to participate in our recruitment process, please inform either the Director of Administration or the CEO of the nature of the accommodation(s) that you may require. Information received relating to accommodation needs of applicants will be addressed confidentially.

The Canadian Angus Association is Canada's largest purebred beef breed organization. The Association represents 3,000 members across Canada for the purposes of registering and recording the pedigrees of purebred Angus cattle in the closed Herd Book and promoting the breed across Canada.